

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

  
**MA. SHARON S. BARRIENTOS**

HRMO

Date: **December 14, 2021**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher III	OSEC-DECSB-TCH3-420347-2012	13	28276	BSED or Bachelor's Degree plus 18 professional units in Education with appropriated major	None Required	2 yrs of relevant experience	(RA 1080) Teacher	NA	CAPIZ NHS
	XXXXXXXX									

**INSTRUCTIONS/ REMARKS:**

Interested applicants , regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application along with other requirements enumerated below to the Division Office. All documents must be sent not later than **December 27, 2021**.

**Documents:**

1. Letter of intent specifying the position applied.
2. Fully accomplished Personal Data Sheet with recent pass-port sized picture (CS Form 2012, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
3. Performance Rating for the last 3 rating periods (if applicable)
4. Service Record, Certificate of Employment if employed by a private company , duties and functions certified by the HR Officer/ or Head of Agency
5. Outstanding Accomplishments
  - a. Outstanding Employee Award
  - b. Innovation(s) duly approved by the Head of Office
  - c. Research and Development Projects conducted
  - d. Certificate as Resource Speaker/Trainer in Seminar/Trainings/Symposia , etc.
  - e. Articles published in news paper/ magazine of wide circulation

6. Photocopy of Transcript of Records and/or Highest Educational Attainment
7. Certificate of Trainings/Participation (relevant to the position applied for)
8. Omnibus Sworn Certification of the applicant stating that all documents submitted are authentic copy of the original, complete and all statements therein are true and correct
9. Photocopy of certificate of eligibility/license/board of rating
10. Copy of Publication which can be viewed in the DepEd Capiz Division Website & [csc.gov.ph](http://csc.gov.ph)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier /email their application to:

**MA. SHARON S. BARRIENTOS**

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Administrative Officer IV/HRMO-II

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Department of Education, Schools Division of Capiz

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[capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)

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Applicants for Non-Teaching position shall apply on-line or register on the link provided <https://bit.ly/37TE176>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**